

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2009 – 0013

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Updates to the Staffing Division Section of the HR Handbook

Issue Date: August 18, 2009

This is to advise agency personnel that updates have been made to the online Staffing Division HR Handbook. Specifically, some of the information previously issued through LA Careers Bulletins 1-13 has been incorporated into the handbook.

The following updates have been made to the handbook:

Chapter 22-Rejecting applicants for Employment (Bulletins # 1 & 2)
Clarification to Rule 22.5(d) (Bulletin # 7)
Verification of a Candidate's score (Bulletin # 7)
Veterans Preference: Proof of Eligibility (Bulletin # 4) and Veterans Preference FAQs
Exemptions from Testing Requirements-Clarification on Rule 22.8 and Bulletin # 6
Non-Competitive Reemployment (Bulletin # 6)
NeoGov System Problems (Bulletins # 1)
Continuous Recruitment Quick Sheet (Bulletin # 3)
**Notice Template Quick Sheet
Priority Eligible List Process using Rules 22.8 and 23.13 (Exemptions from Testing) (Bulletin # 6)
Requisition & Hire Form Attachments (Bulletin # 9)
**Creating and Associating Multiple Requisitions with an Exam Plan
Exam Plan Evaluation Steps (Bulletin # 1)
Announcing vacancies- Supplemental Information (Bulletins # 1 & 6)
Collecting the applications (Bulletins # 7 & 9)
Evaluating the application (Bulletin # 7)
Verifying candidate test scores (Bulletin # 7)
Post Selection (Bulletins # 2, 7 & 10)
Best Practices: Post Announcement (Bulletin # 7)
 Cancelled Announcement Bulletin # 7)
 Notice Templates (Bulletin # 2)
 Interviewing (Bulletin # 8)
 Reporting (Bulletins # 2 & 5)
 FAQs (Bulletins # 1, 4 & 10))
Documentation Requirements (Bulletins # 7 & 11)
Evaluating Work Experience- Qualifying education (Bulletin # 7)
 Employment Dates (Bulletin # 7)
Admitting Prior to Graduation (Bulletin # 7)
Minimum Documentation Required by Civil Service (Bulletin # 7)

Reporting Neo Gov System Problems (Bulletin # 1)
Conflict of Interest Policy (Bulletin # 12)
Posting Jobs in Career Progression Group (Bulletin # 9) and (General Circular 1765)
The OPEN system (Bulletin # 9)

**Although these two documents are not referenced in LA Careers Bulletins 1-13, they were developed to help the HR community with specific functionality of the LA Careers system.

REASON FOR THE CHANGE: With the implementation of the LA Careers system, the Staffing division has provided updates in the form of bulletins to assist HR personnel during the transition with the LA Careers system. We have incorporated pertinent information from these bulletins into the Staffing division HR handbook. We will continue to update the handbook as needed.

If you would like any additional information, please contact your Staffing Agency Assistance Team member for your agency at (225) 342-8536.

Sincerely,

s/Shannon Templet
Director